

DATE: _____

CLINICAL AREA: _____


How' YOU Doin'??

Environment of Care

October 1, 2002

Instructions:

- ☐ Test your staff's knowledge by asking at least 6 of them the following questions.
- ☐ Indicate in the boxes whether each **answered the question correctly (Y)** or **were not able to answer the question (N)**. Use the attached answer sheet to provide "just-in-time" teaching.
- ☐ Give everyone a pat on the back for a job well done!!! Then, **send the results to Ginnie Daine (7D37) by October 15, 2002.**
- ☐ Got questions on a particular topic?? Check the box to the left of the topic and we'll be in touch! ☺


	Critical Issue	1	2	3	4	5	6
	1. Where will you find information about the Safety Committee?						
	2. What is a Material Safety Data Sheet (MSDS)?						
	3. Please locate the MSDS for:						
	🔍 A drug product						
	🔍 Urine Preservative						
	4. If your work colleague has been exposed to a cleaning agent found on the housekeeper's cart, where would you go to obtain Safety Data information about the product?						
	5. Take a look around you right now. Can emergency personnel safely enter your work area, if needed?						
	6. Describe how you know the medical equipment you are now using is in good working order.						
	7. Describe what you would do in the event of a fire.						
	8. What is the emergency phone number for:						
	<input type="checkbox"/> Fire and Police						
	<input type="checkbox"/> Medical Emergency						
	<input type="checkbox"/> Utility Emergency						
	<input type="checkbox"/> STAT Page						
	9. Are the phone numbers listed above posted at the phone located next to you, right now?						
	10. Describe when you would use the RED PHONES .						
	11. What will you do if your phone does not work and you need URGENT help?						
	12. How many fire extinguishers and exits are in your work area?						
	13. Who turns off the medical oxygen in the event of a fire?						
	14. Dr. Phil would like to see your patient but you have no idea where he is. Describe the steps you would take.						
	15. Locate the Medical Board policy that guides your search for a missing patient.						
	16. Name 3 ways you protect the privacy of your patients.						
	17. Describe the basic safety training all employees receive during orientation.						
	18. Who will you call if you lose a critical utility such as electricity?						
	19. Describe one thing that has improved your Environment of Care.						

How' YOU Doin'??

The Answer Sheet☺

Environment of Care

October 1, 2002

1. Where will you find information about the Safety Committee? <input type="checkbox"/> http://www.cc.nih.gov/ccc/safety/index.html
2. What is a Material Safety Data Sheet (MSDS)? <input type="checkbox"/> An MSDS describes the scientific and chemical trade names of a chemical product, its physical and chemical properties, health hazards, and recommendations for safe use, and emergency response procedures. OSHA mandates that the MSDS be readily accessible to all persons working with hazardous chemicals.
3. Please locate the MSDS for: <input type="checkbox"/> A drug product http://www.cc.nih.gov/phar/med_info.html <input type="checkbox"/> Urine Preservative http://www.cc.nih.gov/cp/about_lab_med/safety_data_sheets.html
4. If your work colleague has been exposed to a cleaning agent found on the housekeeper's cart, where would you go to obtain Safety Data information about the product? <input type="checkbox"/> Each patient care area should have a hard copy of the Clinical Center Hazard Communication Program. This book contains essential information on the CC Hazard Communication Program and hazardous chemicals routinely used in clinical areas. Contact Hospital Safety if you do not have this book in your area.
5. Take a look around you right now. Can emergency personnel safely enter your work area, if needed? <input type="checkbox"/> Are hallways clear of equipment and other obstacles? <input type="checkbox"/> Are exits clearly marked?
6. Describe how you know the medical equipment you are now using is in good working order. <input type="checkbox"/> A green sticker entitled, "Clinical Equipment" will be affixed to the medical equipment and will record the following information: <ul style="list-style-type: none">• Date Inspected:• Next [inspection] Due:• Equipment's ID Number• Phone number of Biomedical Engineering (6-1311)
7. Describe what you would do in the event of a fire. <input type="checkbox"/> R . . . Rescue anyone in danger  <input type="checkbox"/> A . . . Activate the alarm <input type="checkbox"/> C . . . Contain the fire <input type="checkbox"/> E . . . Evacuate the area
8. What is the emergency phone number for: <input type="checkbox"/> Fire and Police . . . 911 <input type="checkbox"/> Medical Emergency . . . 111 <input type="checkbox"/> Utility Emergency . . . 108 <input type="checkbox"/> STAT Page . . . 112
9. Are these phone numbers listed above posted at the phone located next to you, right now? <input type="checkbox"/> Answer should be YES! Call Hospital Safety (6-5182) if you need stickers placed on your phones.
10. Describe when you would use the RED PHONES . The Red Phone is the CC Emergency "Back-Up" Telephone System and is used whenever your primary phones are not operational. The Red Phone uses a 214-exchange.

11. What will you do if your phone does not work and you need URGENT help?
<input type="checkbox"/> To dial from a RED PHONE to a house phone . . . Dial 301 + 7-digit number <input type="checkbox"/> To dial from a RED PHONE to a RED PHONE . . . Dial 214 + 4-digit number (don't dial area code) <input type="checkbox"/> To dial from a house phone to a RED PHONE . . . Dial 9 + 301 + 7-digit number <input type="checkbox"/> To dial from a RED PHONE to an outside line . . . Dial 9 + area code + 7-digit number
12. How many fire extinguishers and exits are in your work area?
<input type="checkbox"/> Number of fire extinguishers (you'll need to count them) <input type="checkbox"/> Number of exits (you'll need to count them)
13. Who turns off the medical oxygen in the event of a fire?
<input type="checkbox"/> A nurse or other clinical person is able to shut-off the source of oxygen. Staff should be able to locate the main oxygen shut-off valve and for each patient room.
14. Dr. Phil would like to see your patient but you have no idea where he is. Describe the steps you would take.
<input type="checkbox"/> Search the immediate area <input type="checkbox"/> Have the patient overhead paged to return to their unit <input type="checkbox"/> Call Clinical Center Police for a building and grounds search <input type="checkbox"/> Notify physician and your manager/supervisor
15. Locate the Medical Board policy that guides your search for a missing patient.
<input type="checkbox"/> http://push.cc.nih.gov/policies/PDF/M97-6.pdf <input type="checkbox"/> M97-6 Suspected Missing Patient
16. Name 3 ways you protect the privacy of your patients.
<input type="checkbox"/> Avoid the use of first and last names together in public areas <input type="checkbox"/> Diagnosis is not linked with patient's name in public areas <input type="checkbox"/> Medical Records are always in the possession of a CC employee or otherwise secured in a designated blue Medical Record pouch. Pouches are to be secured with a tie to ensure they have not been tampered with. <input type="checkbox"/> Knock before entering your patient's room. <input type="checkbox"/> Use the privacy curtains. <input type="checkbox"/> Avoid having patient related conversations in public areas.
17. Describe the basic safety training all employees receive during orientation.
<input type="checkbox"/> Fire Safety <input type="checkbox"/> Radiation Safety <input type="checkbox"/> Preventing Tuberculosis <input type="checkbox"/> Hazardous Agents <input type="checkbox"/> Back Safety <input type="checkbox"/> Blood-Borne Pathogens <input type="checkbox"/> Infection Control
18. Who will you call if you lose a critical utility such as electricity?
<input type="checkbox"/> 108
19. Describe one thing that has improved your Environment of Care.
<input type="checkbox"/> You may need to help staff with this Your ideas . . .

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